

PLEASE POST CONSPICUOUSLY

LACKAWANNA CIVIL SERVICE COMMISSION

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CITY OF LACKAWANNA

PROMOTIONAL EXAMINATION

ASSISTANT TO THE EXECUTIVE DIRECTOR (HOUSING AUTHORITY)

Exam No. 76147

\$10.00 Filing Fee
CHECK OR MONEY ORDER ONLY

Promotional examination No. 76147, **ASSISTANT TO THE EXECUTIVE DIRECTOR (HOUSING AUTHORITY)**,
City of Lackawanna, Municipal Housing Authority.
One (1) vacancy

Salary: \$63,000.-\$67,000.

EXAMINATION DATE

LAST DATE FOR FILING APPLICATION

September 10, 2016

July 20, 2016

MINIMUM QUALIFICATIONS: Candidates must be permanently employed by the Lackawanna Municipal Housing Authority and must be serving on a permanent basis in the competitive class of Tenant Relations Assistant, Resident Advisor, Supervising Accountant, or Computer Operations Specialist for at least thirty-six (36) months immediately preceding the date of the examination.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for performing a variety of duties to promote the efficient operation of the Housing Authority. The incumbent, under the direction of the Executive Director, supervises the office staff and maintenance department in all matters during his/her absence. The work is performed under general supervision in accordance with established policies and procedures with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. The incumbent does related work as required.

EXAMPLES OF WORK: (Illustrative Only) : Directs supervision of maintenance & clerical staff as requested by the Executive Director; assumes the duties and responsibilities of the Executive Director in his/her absence; attends meetings of the Housing Authority Board and presents agenda in the absence of the Executive Director; responds to routine correspondence independently and prepares drafts of other correspondence for review by the Executive Director; responsible for all procurement purchasing/contracting for the Authority under the direction of the Executive Director; responsible for developing the Authority's Annual Agency Plan submission to HUD; Develops and implements the Capital Fund Program; recommends new or revised policy statements to the Executive Director for consideration by the Housing Authority Board; discusses and attempts to resolve problems of tenants and tenant groups; recommends approval or rejection of tenant applications; attends HUD update trainings and conferences; attends eviction hearings at the request of the Executive Director; maintains a variety of reports, files and records.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of the principles and practices involved in the operation and maintenance of a medium sized Public Housing Authority; good knowledge of the New York State Public Housing Laws and HUD regulations; working knowledge of the theory of, and problems relating to, public housing; ability to communicate effectively both orally and in writing; ability to maintain accurate records and prepare reports; ability to plan and supervise the work of others.

SUBJECTS OF EXAMINATION: written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Administration.
2. Educating and interacting with the public
3. Preparing written material
4. Supervision
5. Understanding and interpreting written material

NOTE: SEE EXPANDED SCOPE STATEMENT (ATTACHED)

THE USE OF A CALCULATOR IS ALLOWED.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Sec. 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprinting check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Veterans: Disabled and Non-Disabled veterans as defined in Sec. 85, New York State Civil Service Law, will have 10 and 5 points respectively, added to an earned passing score on the exam. You should claim these credits when you file your application (file application for veteran's credits and present a copy of DD214 Military Discharge) but you have the option to waive the credits any time prior to appointment. If you have already used these credits you may not use them again. **Special Notice to Active Duty Members of the Armed Forces:** Beginning 1/1/98 the New York State Constitution allows members of the U.S. Armed Forces who are on active duty the right to request extra War Time Veteran's Credits on civil service examinations. It is your responsibility to request the credits at the time of filing your application.

In accordance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Lackawanna Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

Saturday Religious Observer: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different day.

Persons with Disabilities: If special arrangements are required for testing, indicate this on your application.

How to Apply: Application forms are available at the Lackawanna Civil Service Commission Office, Room 213 City Hall, Lackawanna, NY. **Completed applications must be received & filed** with the Lackawanna Civil Service Commission Office, 213 City Hall, Lackawanna, NY, 14218 **ON OR BEFORE July 20, 2016 by 12PM EST.**

Application Fee: NYS has mandated that a fee of \$10 is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Send or bring check or money order** made payable to the Lackawanna Civil Service Commission and write the examination number(s) on your check or money order. **DO NOT SEND OR BRING CASH.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

Application Fee Waiver: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.** A copy may be obtained at the Lackawanna Civil Service Office, 213 City Hall, Lackawanna, NY.

Multiple Examinations Scheduled For the Same Day: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

Provide Civil Service Commission in writing of any changes in address or telephone number as soon as possible. Notifying the Post Office to forward mail is not effective to ensure that notices for examinations or appointments will reach you. You may obtain a change of address form from the Civil Service Commission Office located at City Hall, 714 Ridge Rd., Room 213, Lackawanna, NY 14218. **RETURNED MAIL WILL RESULT IN THE REMOVAL OF YOUR NAME FROM THE ELIGIBLE LIST.**

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional, as review of application for minimum requirements may not be made until after the written test. Call or write this Commission if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice. Location of the exam will be listed on your admission notice.

BY ORDER OF:

LACKAWANNA CIVIL SERVICE COMMISSION

Publish: 6/29, 7/3, 7/13

EXPANDED SCOPE STATEMENT**1. ADMINISTRATION.**

These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

2. EDUCATING AND INTERACTING WITH THE PUBLIC.

These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

3. PREPARING WRITTEN MATERIAL.

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

4. SUPERVISION.

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

5. UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL.

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.